

REPORT WRITING

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request.

Characteristics of an effective report

A report is a structured written presentation directed to interested readers in response to some specific purpose, aim or request. There are many varieties of reports, but generally their function is to give an account of something, to answer a question, or to offer a solution to a problem.

An effective report is:

- Appropriate to its purpose and audience
- Accurate
- Logical
- Clear and concise
- Well organised with clear section headings.

Report structure

One important advantage that a report has over other written communication is that it follows a standardised format. This enables readers to find and focus on specific parts of information. Most reports are modelled on the following structure (modified where necessary).

1. Transmittal document
2. Title page
3. Table of contents
4. Abstract/Executive Summary
5. Introduction
6. Discussion
7. Conclusions
8. Recommendations
9. Bibliography.

Report writing procedure stage 1: Planning

Define the purpose:

- Read the brief carefully
- Identify key words
- Make sure you know what's really being asked

General 6 Report Writer

United States



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Heagy,Constance Lehmann,2020-10-02 In contrast to traditional accounting systems textbooks that assume an organization will develop its own accounting system and therefore emphasize systems development this textbook gives students the theoretical foundation and skills they will need to conduct a requirements analysis search for a commercial solution and

successfully implement the software package selected Accounting systems in this textbook are events driven encompassing the capture and processing of all events financial and non financial required to construct the financial reports that are necessary for managing an organization and for meeting its external reporting requirements Special emphasis is given to the reporting requirements of accounting systems as well as control activities typically found in the generic business processes

Message of the President of the United States Transmitting the Budget for the Service of the Fiscal Year Ending ...

United States,1941 The Accountant ,1925 **Computerworld** ,1984-01-30 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **The Law Reports** Incorporated Council of Law Reporting for England and Wales,1882 **Computerworld** ,1977-12-05 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network *Computerworld* ,1975-08-20 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **Independent Offices and Department of Housing and Urban Development Appropriations for Fiscal Year 1968, Hearings Before ... 90-1** United States. Congress. Senate. Appropriations Committee,1967

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Annual Report New York State Library,1907 From 1889 to 1918 the reports consist of the Report of the director and appendixes which from 1893 include various bulletins issued by the library Additions Bibliography History Legislation Library school Public libraries These including the Report of the director were each issued also separately

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